

Description

POSITION: Dental Assistant

WHAT YOU'LL DO

Dental assistants perform a variety of patient care, office, and laboratory duties. Dental assistants prepare patients for oral examination and assist other dental professionals in providing treatment to the teeth, mouth, and gums.

- Perform functions in accordance with the applicable state's Dental Auxiliaries Table of Permitted Duties.
- Actively participate in the Perfect Patient Experience™ by striving to keep your patients focused on optimal treatment while attending to their individual concerns and promoting the good qualities of your doctor.
- Maintain a clean, sterile, and cheerful environment where your patients feel comfortable; prepare patients for treatment, and assist the doctors - thereby enabling them to provide efficient, quality dental treatment.
- Obtain dental history and/or records from patient (review patient health history and care slips).
- Ensure that the health history is updated for all returning patients.
- Prepare tray setups for dental procedures and maintain adequate supply levels in each operator, replenishing as needed.
- Complete radiographs and intra-oral pictures of patients as appropriate.
- Hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices.
- Sterilize and disinfect instruments and equipment.
- Instruct patients on postoperative and general oral health care.
- Record patient charting and all doctor notes in the digital patient chart as directed by the doctor.
- Ensure the doctor has reviewed treatment record, consents, and health history.
- Prepare materials for making impressions and restorations.
- Clean each operator in accordance with the American Dental Association guidelines.
- Maintain strict compliance with State, Federal, and other regulations, (e.g., OSHA, WC, Dental Board, HIPAA, ADA, DOL, HR policies and practices).

Requirements

WHAT WE SEEK

Required:

- Equivalent to high school diploma or general education degree (GED), and specified training courses as mandated by state for certification, licensure, or registration.

Desired:

- Associate degree or one-year certificate from an accredited college or technical school; or equivalent combination of education and experience.

Certificates/Licenses/Registrations:

- As mandated by applicable state (e.g. coronal polish, radiograph exposure, ultrasonic scaling for orthodontic procedures, pit and fissure sealant application, etc).